



# **Development of the communal establishment, individual, and household continuation questionnaires for the 2011 Census in England and Wales**

**March 2010 | Version 1.0**

## Table of contents

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Communal establishment questionnaire.....</b>	<b>4</b>
2.1 Consultation .....	4
2.2 Testing .....	4
2.3 Defining communal establishments, usual residents and visitors .....	5
2.4 Collecting information on usual residents and counting visitors.....	5
2.5 What is the nature of this establishment? .....	7
2.5.1 Medical and care.....	9
2.5.2 Education .....	9
2.5.3 Armed forces.....	9
2.5.4 Detention.....	9
2.5.5 Travel or temporary accommodation .....	10
2.5.6 Other .....	10
2.5.7 Removal of 'Civilian ship, boat or barge'.....	10
2.6 Which age group does this establishment cater for? .....	10
2.7 Which groups does this establishment cater for? .....	12
2.7.1 Changes to terminology .....	13
2.7.2 New tick-boxes.....	14
2.8 Who is responsible for the management of this establishment? .....	14
2.9 Is this establishment registered?.....	15
2.10 Comparability of outputs with 2001 data .....	15
<b>3. Individual questionnaire.....</b>	<b>16</b>
3.1 Consultation and testing.....	16
3.2 Accommodating two types of respondent .....	16
3.3 Improving data quality .....	17
3.4 Individual questions.....	21
<b>4. Household continuation questionnaire .....</b>	<b>22</b>
4.1 Consultation and testing.....	22
4.2 Relationship matrix.....	22
4.3 Comparability with 2001 outputs .....	24
4.4 Individual questions.....	24
<b>Annex A: Extracts from Welsh language versions of the questionnaires.....</b>	<b>25</b>

## 1. Introduction

A suite of questionnaires has been developed for the 2011 Census, which will take place on 27 March 2011. These include the main household questionnaire which will be sent to every household in England and Wales as well as a number of other questionnaire types:

- Communal establishment questionnaire – for addresses which are classed as communal establishments rather than households, such as student halls of residence, boarding schools, armed forces bases, hospitals, care homes and prisons.
- Individual questionnaire – for residents of communal establishments and any member of a household who wishes to fill in a separate questionnaire.
- Household continuation questionnaire – for households with more than six household members or more than three visitors.

A series of papers have been published to explain the development of questions for the main household questionnaire. These papers are available on the National Statistics website at:

<http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/question-and-content-recommendations-for-2011/index.html>

This paper outlines the development of the three additional questionnaire types listed above and presents the questions for England and Wales. It explains the processes through which each of the questionnaires has been developed and documents the reasons for any substantial changes made to the questionnaires that were used in the 2001 Census.

All of the questionnaires for England and Wales have been developed with the Welsh Assembly Government and through close collaboration with the census offices in Scotland and Northern Ireland. A key aim of this collaboration is to minimise differences between questionnaires across the UK, though it is recognised that differing circumstances will sometimes require different solutions. In Wales, all the questionnaire types will be available in both English and Welsh.

## 2. Communal establishment questionnaire

The communal establishment questionnaire for the 2011 Census is two pages long, including a front page and a page of questions about the nature of the establishment.

The 2001 Census was taken as the starting point for the development of the questionnaire and key data users have been consulted at various stages in the development process. The questionnaire design and content team have also worked closely with the special enumeration team within census and the ONS Centre for Demography in order to develop establishment questions which meet user needs, employ the correct terminology and are easy for establishment managers to complete.

### 2.1 Consultation

Two main consultations have been carried out for the communal establishment questionnaire with the Population Definitions Working Group (PDWG). PDWG provides definitional advice to ONS on population issues and is comprised of representatives from central and local government, academia, the private sector and topic experts from within ONS. The main aims of the consultations were to identify how well the questions were meeting key user needs and to ensure that they were clear and relevant to the greatest possible number of establishments. The first consultation took place in January 2007 and the second in August 2008.

For the January 2007 consultation members of the working group were asked for their opinions on a number of changes that had been made to the 2001 questionnaire, focussing particularly on the 'nature of establishment' and 'client groups' questions. General responses on information requirements were also encouraged.

For the August 2008 consultation members of the working group were asked to comment on different sections of the questionnaire. Of particular interest was making sure that the correct terminology was employed and that the list of establishment groups was comprehensive and did not omit any common types of establishment. A total of 27 responses were received and considered, from which a number of changes were made to the questionnaire.

In addition to these broad consultations internal ONS teams, working on relevant topics (such as the Centre for Health Analysis and Life Events), were consulted at regular intervals to ensure terminology was correct and to allow for input into the development of the questionnaire. The opinions of external organisations and government departments were also sought throughout the process.

### 2.2 Testing

A number of tests have been conducted on the communal establishment questionnaire.

Qualitative testing, specifically cognitive testing, took place in a number of establishments in August 2008. The establishment managers filled in a questionnaire whilst being observed by an interviewer. After they had finished completing the questionnaire the interviewer asked a number of questions about the areas of greatest interest to the questionnaire development.

Two further tests were carried out with the primary aim of testing field procedures. The first took place in Bath in November 2007 with approximately 100 communal establishments. The second test took place in Manchester in October 2008 with approximately 20 communal establishments. In both cases, the full process of delivery, completion and collection was tested. Establishment managers distributed and collected individual questionnaires and completed the communal establishment questionnaire. The completed questionnaires were analysed and any relevant issues experienced by the field staff conducting the tests were fed back into the design process.

### **2.3 Defining communal establishments, usual residents and visitors**

A communal establishment is an establishment providing managed residential accommodation. 'Managed' in this context means full-time or part-time supervision of the accommodation.

Individuals are considered to be usual residents of a communal establishment if they meet one or more of the following conditions:

- They have already spent, or expect to spend, six months or more in a communal establishment
- They are a UK resident who is staying in a communal establishment on Sunday 27 March 2011 and have no usual address in the UK
- They are from outside the UK and intend to stay in the UK for three months or more in total, and do not have another address at which they usually live in the UK.

Anyone else staying at a communal establishment overnight on 27 March 2011 will be recorded as a visitor. This includes:

- UK residents with another usual address in the UK who have spent and expect to spend less than six months in a communal establishment
- Persons from outside the UK who intend to stay in the UK for less than three months.

Further definitions of the key concepts relating to the 2011 Census can be found in the information paper 'Final Population Definitions for the 2011 Census', available on the National Statistics website at

<http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/definitions/index.html>

### **2.4 Collecting information on usual residents and counting visitors**

There are separate questionnaire types for people living in communal establishments and people living in households. The household questionnaire will collect detailed information on usual residents and basic information from visitors – name, sex, date of birth and usual address. Usual residents in communal establishments will receive an individual questionnaire. It has been decided to count the number of visitors in communal establishments, but not to collect detailed information from them. This decision was taken because the potential benefit of the additional data was outweighed by the cost and operational implications. Collecting the information would require the production and printing of a new questionnaire type, as well as a change

to the way in which questionnaires were collected from communal establishments by field staff.

The manager, or person in charge, of each communal establishment is required to use 'provided definitions' to determine which of the people staying overnight in the establishment are classified as usual residents and which are visitors. They are also responsible for giving out an individual questionnaire to each of the usual residents and ensuring that the questionnaire is completed either on paper or online. This process was the same in 2001, although online questionnaire completion was not available then.

The 2001 Census included a section within the declaration box asking establishment managers to record the number of questionnaires that had been issued and collected (Figure 2.1).

**Figure 2.1:** Counting questionnaires issued and collected in the 2001 Census

The image shows a section of a form titled "Declaration" with a red header. Below the header, the text reads: "I have completed this form, and the distribution and collection of forms for usual residents in this establishment, to the best of my knowledge and belief." There are two sets of four empty boxes for numbers: "Number of Forms Issued" and "Number of Forms Collected". Below these are two long empty boxes for "Signature" and "Date".

The 2011 Census questionnaire also collects this information on the front page, but it is separate from the declaration, as shown in Figure 2.2. Two further categories have been added; 'Questionnaires completed online' and 'Visitors staying overnight'.

**Figure 2.2:** Counting visitors and questionnaires issued, collected and completed online in the 2011 Census

The image shows a section of a form with a purple header that says "Enter individual questionnaire and visitor counts below:". Below the header, there is a purple arrow icon followed by the text "Use black or blue ink". There are four rows of text with corresponding empty boxes for numbers: "Questionnaires issued", "Questionnaires collected", "Questionnaires completed online", and "Visitors staying overnight".

This section has the primary intention of encouraging establishment managers to ensure they have correctly completed the process of delivery and collection of individual questionnaires for each resident, as well as the counting of the number of visitors. The boxes draw attention to the different processes that establishment managers are required to complete for visitors and residents as well as paper completion and online completion. By providing the numbers of 'questionnaires issued', 'questionnaires collected' and 'questionnaires completed online' establishment managers can check that each usual resident has completed their individual questionnaire using one of the two completion methods.

## 2.5 What is the nature of this establishment?

The purpose of this question is to provide information through which communal establishments can be categorised according to their function. In the 2001 Census, the question included 15 response options which were separated into two headings (Figure 2.3).

**Figure 2.3:** Nature of establishment question in the 2001 communal establishment questionnaire

**1 What is the nature of this establishment?**

◆ ✓ *one box only*

**Medical and Care Establishments**

- General Hospital
- Psychiatric Hospital/Home
- Other Hospital
- Nursing Home
- Residential Care Home
- Children's Home (including secure units)
- Other Medical and Care Home

▶ Go to **2**

**Other Establishments**

- Defence Establishment (including ships)
- Prison Service Establishment
- Probation/Bail Hostel
- Educational Establishment (including halls of residence)
- Hotel, Boarding House, Guest House
- Hostel (including youth hostels, hostels for the homeless)
- Civilian Ship, Boat or Barge
- Other

▶ Go to **4**

In the 2001 Census approximately 22 per cent of managers ticked the 'other' box, resulting in a large number of establishments of unknown type. In order to reduce the number of establishments recorded as 'other' in 2011, ONS decided to expand the question to include more response options and clearer headings. A number of additional response options were added as a result of consultations with data users and comparisons with a list of over 80 establishment types (identified by the special enumeration team). Further headings were also added to separate the establishments into broad categories and aid respondents in their navigation of the question. Tick-boxes for 'other' were added within each heading to allow establishments without a specific tick-box to give an indication of the category within which their establishment lies.

The recommended question for the 2011 Census includes 23 response options separated into six headings (Figure 2.4).

**Figure 2.4:** Recommended nature of establishment question in the 2011 communal establishment questionnaire

**1** What is the nature of this establishment?

➤ Tick one box only

**Medical and care**

- General hospital
- Mental health hospital/unit (including secure units)
- Other hospital
- Care home without nursing
- Care home with nursing
- Sheltered housing only
- Children's home (including secure units)
- Other medical and care establishment

**Education**

- School
- University (for example halls of residence)
- Other educational establishment

**Armed forces**

- Defence establishment (including ships)

**Detention**

- Prison Service establishment
- Approved premises (probation/bail hostel)
- Detention centre
- Other detention establishment

**Travel or temporary accommodation**

- Hotel, guest house, B&B, youth hostel
- Holiday accommodation (for example holiday parks)
- Hostel/temporary shelter for the homeless
- Other travel or temporary accommodation

**Other**

- Religious establishment
- Staff/worker accommodation only
- Other establishment



### **2.5.1 Medical and care**

The 'Medical and care' heading has been retained, with a small number of changes to the response options.

The tick box for 'Psychiatric Hospital/Home' has been changed to 'Mental health hospital/unit (including secure units).' This reflects the advice on terminology provided by ONS's internal topic experts and is supported by a number of consultation respondents.

The Department of Health and other data users also commented that the clarity of response options for care homes in the 2001 Census could be improved. It was felt that it might not be clear to some establishments whether they should tick 'Nursing home' or 'Residential care home'. Furthermore, nursing homes are now officially known as care homes with nursing. The redesigned question reflects the new terminology and aims to avoid ambiguity by including three tick-boxes for 'Care home without nursing', 'Care home with nursing' and 'Sheltered housing only'.

### **2.5.2 Education**

The heading 'Education' has been added to aid establishment managers in finding the appropriate tick-box. In 2001 only one response option was provided for educational establishments. For 2011, it is recommended that more detailed data is collected by including separate tick-boxes for 'School' and 'University' establishments, as well as an 'Other educational establishment' tick-box.

### **2.5.3 Armed forces**

The heading 'Armed forces' has been added to aid establishment managers in finding the appropriate tick-box. The recommended response options for the armed forces remain the same as 2001, with one tick-box available for 'Defence establishment (including ships)'. There is no 'Other' option in this heading because the Ministry of Defence (MoD) advised that all armed forces establishments are covered by the single tick-box.

### **2.5.4 Detention**

The heading 'Detention' has been added to aid establishment managers in finding the appropriate tick-box.

The tick-box 'Probation/Bail Hostel' has been reworded 'Approved premises (probation/bail hostel)'. This reflects a change in terminology brought into effect by section 9 of the *Criminal Justice and Court Services Act 2000*.

A 'Detention centre' tick-box has been added due to the growth in the number of such establishments in the last decade. A tick-box has also been added for 'Other detention establishment' in order to collect more information about the group of establishments that were recorded as 'Other' in the 2001 Census.

### **2.5.5 Travel or temporary accommodation**

The heading 'Travel or temporary accommodation' has been added to aid establishment managers in finding the appropriate tick-box.

In 2001, hostels for the homeless and youth hostels were included in the same tick-box. For 2011 it was decided that youth hostels would be more appropriately grouped in the tick-box 'Hotel, guest house, B&B, youth hostel'. Hostels for the homeless are recorded separately in the tick-box 'Hostel/temporary shelter for the homeless'.

A new tick-box has been included for 'Holiday accommodation (for example holiday parks)' as this was one of the establishment types identified by the special enumeration team that is thought to be of a large enough size to merit a specific tick-box.

A tick-box has also been added for 'Other travel or temporary accommodation' in order to collect more information about the group of establishments that were recorded as 'Other' in the 2001.

### **2.5.6 Other**

The heading 'Other' has been added to aid establishment managers in finding the appropriate tick-box for establishments that do not identify with one of the other headings.

A tick-box for 'Religious establishment' has been added as it was recognised by the special enumeration team as an establishment type that may have contributed to the high number of 'Other' responses in the 2001 Census.

A tick-box for 'Staff/worker accommodation only' has been added to include establishments which are dedicated purely to staff or workers and may not be covered by the other tick-boxes.

### **2.5.7 Removal of 'Civilian ship, boat or barge'**

The tick-box for 'Civilian ship, boat or barge' has been removed because it does not represent a large enough proportion of communal establishments to merit a separate tick-box. In the 2001 Census only 24 people were recorded as residents in such establishments. In 2011, civilian ships, boats or barges which are communal establishments are expected to tick the 'Other establishment' box, unless one of the other response options applies.

## **2.6 Which age group does this establishment cater for?**

In 2001 an approximate age group was recorded within section A of the question 'Which of the following client groups does this establishment cater for?' (Figure 2.5).

**Figure 2.5:** Age group question in 2001 Census

**4** Which of the following client groups does this establishment cater for?

✔ at least one box in both Section A and B below

**A**  Elderly  
 Adults  
 Children

In order to collect more detailed information, and to provide establishment managers with clearer options, it is recommended that a question with specific age groups is asked separately in the 2011 Census. Early designs of the new question included three age categories which corresponded to the categories used in the 2001 Census (Figure 2.6).

**Figure 2.6:** First design of age group question with specific age categories

**4** Which age group does this establishment cater for?

➔ Tick all that apply

Aged 65 and above  
 Aged 18 - 64  
 Aged 0 - 17

In the 2008 consultation, data users were asked how useful they considered information on age groups to be. Although some users commented that they didn't consider the question to be useful, the majority of responses indicated that information on age groups is important as it provides a clear picture of the purposes of establishments.

A number of additional tick-boxes were requested for this question in response to the 2008 consultation. Within the space constraints of the questionnaire it was not possible to include all of the suggestions. The most requested addition was a tick-box for the 18-24 age group to distinguish establishments that are aimed primarily at young adults. This age group was included in the question, which was reordered so that the groups became progressively older moving down the page (Figure 2.7). This reflects standard questionnaire design practice as respondents are likely to expect to see the youngest groups first as they read down the page.

**Figure 2.7:** Recommended age group question on the 2011 Census

**2** Which age group does this establishment cater for?

↻ Tick all that apply

- Aged 0 - 17
- Aged 18 - 24
- Aged 25 - 64
- Aged 65 and above

## 2.7 Which groups does this establishment cater for?

In 2001 the question on client groups included two sections (Figure 2.8).

**Figure 2.8:** Client groups question on the 2001 Census

**4** Which of the following client groups does this establishment cater for?

◆ ✓ at least one box in both Section A and B below

**A**

- Elderly
- Adults
- Children

**B**

- Physical Disability
- Learning Disability
- Mental Health Problems
- Convalescent or Post-Operative Care
- Drug/Alcohol Problems
- Terminal Illness/Respite Care
- Chronic Illness Care
- Acute Illness Care
- Elderly
- Students
- Prisoners/Offenders
- Nurses
- Armed Forces Personnel
- Homeless
- Other
- No Usual Residents

The first section is recommended for inclusion in the 2011 Census as a separate question on age groups (see Section 2.5). The client group section of the 2011 question will include an expansion of the response options offered in section B of the 2001 question (Figure 2.9).

**Figure 2.9:** Recommended client group question for the 2011 Census

**3** Which groups does this establishment cater for?

↻ Tick all that apply

- Physical disability
- Learning disability
- Mental illness
- Intermediate care
- Substance misuse
- End of life care
- Respite care
- Chronic illness care
- Acute illness care
- Older people
- Schoolchildren
- University and/or college students
- Armed forces personnel
- Prisoners/offenders
- Asylum seekers
- Paying guests
- Homeless people
- Nurses/doctors
- Staff
- Seasonal/temporary workers
- Other

### 2.7.1 Changes to terminology

Following the consultations a number of changes have been made to the terminology employed in the client groups question. These changes have been made in order to improve acceptability of the questionnaire and to accurately reflect the categories that establishment managers use. The terminology and order of responses has been aligned with the establishment type question:

- 'Mental Health Problems' has been renamed 'Mental illness' as suggested by internal health experts
- 'Convalescent or Post-Operative Care' has been renamed 'Intermediate care' as a number of data users suggested that this terminology was more appropriate
- 'Drug/Alcohol Problems' has been renamed 'Substance misuse' as suggested by the Department of Health
- 'Terminal illness/Respite care' has been separated into two tick-boxes and renamed 'End of life care' and 'Respite care' as suggested by the Department of Health
- 'Elderly' has been renamed 'Older people' as suggested by Department of Health

- ‘Students’ has been separated into two tick-boxes and renamed ‘School children’ and ‘University and college students’ to make the categories more explicit and therefore easier to identify with. It also allows for the differentiation of different types of educational establishments.

### 2.7.2 New tick-boxes

A number of new tick-boxes have been added to the client groups question to reflect the types of establishment that have been recognised in the establishment types question. The new tick-boxes have been reviewed and accepted through the consultation processes. The following client groups have been added to those that were present in 2001:

- ‘Asylum seekers’ offers a common client group for immigration detention centres
- ‘Paying guests’ provides a specific option for establishments such as hotels and guest houses which could otherwise be uncertain as to which combination of tick-boxes to select
- ‘Staff’ offers establishments identifying as ‘Staff/worker accommodation only’ an appropriate option in the client groups question
- ‘Seasonal/temporary workers’ offers an appropriate response option for establishments providing accommodation for temporary workers that are not considered to be staff. The 2011 Census is collecting information on short term migrants, to which this data may be particularly relevant.

### 2.8 Who is responsible for the management of this establishment?

In the 2001 Census the question on management responsibilities was only asked of medical and care establishments (Figure 2.10).

**Figure 2.10:** Management responsibilities question in the 2001 Census

**3 Who is responsible for the management of this establishment?**

◆ ✓ *one box only*

NHS

Local Authority

Housing Association

Charity/Voluntary Organisation

Sole Proprietor/Partnership/Private Company

Other

The consultations revealed continued demand for this question, and some demand for information on establishment types other than medical and care. It was therefore decided to ask the question of all establishments in the 2011 Census since medical and care establishments could still be analysed separately if required. This also removes the need to include routing on the questionnaire. The only significant change to the question itself is the addition of a tick-box for ‘Government department/agency’ which is likely to be relevant to many of the establishments that weren’t asked the management responsibilities question in 2001, such as defence

and educational establishments (Figure 2.11). The term 'Registered Social Landlord' has also been included in the 'Housing Association' response option as suggested by a number of local authorities in the 2008 consultation.

**Figure 2.11:** Recommended management responsibilities question in the 2011 Census

**4** Who is responsible for the management of this establishment?

- NHS
- Local authority
- Government department/agency
- Registered social landlord/housing association
- Charity/voluntary organisation
- Private owner/company
- Other

## 2.9 Is this establishment registered?

In the 2001 Census medical and care establishments were asked whether they were registered (Figure 2.12).

**Figure 2.12:** Registration of establishment question in 2001 Census

**2** Is this establishment registered?

◆ ✓ *one box only*

- Yes, with a Health Authority
- Yes, with a Local Authority
- Yes, with both a Health Authority and a Local Authority
- No

This question is not recommended for inclusion in the 2011 Census due to a reduction in requirement from data users.

## 2.10 Comparability of outputs with 2001 data

An important consideration in the development of the establishment questions was the need for users to compare data with that of the 2001 Census. In some cases, such as the removal of response options and questions, there will be an obvious impact on comparability. However the questionnaire has been designed in order to make improvements while retaining the maximum possible level of comparability. It should be noted that work is ongoing to determine the outputs that will be provided for the 2011 Census, and therefore a full explanation of output comparability is not currently possible.

### 3. Individual questionnaire

The recommended individual questionnaire for the 2011 Census in England and Wales is eight pages long and consists of a front page, an information page, a page of questions unique to the individual questionnaire, four pages of individual questions identical to those on the household questionnaire, and a back page with information on privacy. In the 2001 Census, the individual questionnaire was four pages long, consisting of a front page and three pages of individual questions.

#### 3.1 Consultation and testing

The development of the individual questionnaire was overseen by a group of internal experts from relevant areas of ONS. Specific consultation and testing for the individual questionnaire was minimal. The majority of the questions are identical to the household questionnaire.

To determine the content of the individual questions included in the household, individual and household continuation questionnaires, a number of formal consultations were held. The first of these, which took place in 2005, was carried out to determine the topics required for inclusion in the 2011 Census. Further consultations were subsequently carried out for specific topic areas to clarify and refine requirements. Further details and reports of the consultations can be found on the National Statistics website at:

<http://www.ons.gov.uk/census/2011-census/consultations/index.html>

ONS has conducted an extensive programme of testing on the individual questions, employing a variety of quantitative and qualitative methodologies. Further information on the development of the recommended questions for the 2011 Census is available in a series of papers which can be found on the National Statistics website at:

<http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/question-and-content-recommendations-for-2011/index.html>

In addition, a round of cognitive testing was conducted on the unique sections of the individual questionnaire in August 2008. Interviews were held with managers of communal establishments. They were asked to complete the opening pages of an individual questionnaire as if they were doing so on behalf of a resident. After they had finished, the interviewer asked a number of questions directed at the areas of greatest interest to the development of the questionnaire.

#### 3.2 Accommodating two types of respondent

For operational and cost reasons, there will only be one type of individual questionnaire in the 2011 Census which covers residents of communal establishments and residents of private households who have requested a separate questionnaire. An important consideration for the individual questionnaire was determining how to accommodate the different types of respondents.

In the 2001 Census, instructions for both respondent types were provided on the front page. Information was also collected on the position of the respondent within the communal establishment or, if they were living in a household, their person number from the household questionnaire (Figure 3.1). Including these components on the front page allowed the whole questionnaire to fit within four pages, as there were three pages of individual questions.



**Figure 3.1:** Front page instructions in the 2001 Census

**What you have to do if you are in a Communal Establishment**

- ◆ Answer the question **R1** below.
- ◆ Complete the questions on pages 2 to 4 of this form.
- ◆ Sign the Declaration and return the completed form to the manager or person-in-charge.

**R1 What is your position in this establishment?**

- Staff or owner
- Relative of staff or owner
- Other (for example, resident, patient, student)

**What you have to do if you are in a Household**

- ◆ Answer the question **R2** below.
- ◆ Complete the questions on pages 2 to 4 of this form.
- ◆ Sign the Declaration and place the completed form in the envelope provided for individual returns. Give the envelope to the person responsible for completing the Household Form.

### 3.3 Improving data quality

Aside from the standard set of individual questions, the main requirement for information from the individual questionnaire is the position of the respondent within a communal establishment. This information is used to allow the production of outputs which can separate staff and non-staff when analysing the number of people living in communal establishments.

Feedback from the 2001 Census highlighted the poor quality data collected from the question on 'position in the establishment'. Some residents of communal establishments were incorrectly recorded as 'staff'. It is most likely that this arose from the tendency for staff to record their own position if they were filling the questionnaire in for a resident (such as a patient) who was unable to complete it themselves (Bajekal et al 2006)<sup>1</sup>.

In order to improve the data collected by the question on 'position within the establishment', ONS decided to include an additional question in the 2011 Census. The aim of this question was to determine whether the questionnaire was being completed on behalf of someone who was unable to do so themselves. Initially, an attempt was made to include the additional question on the front page (Figure 3.2). This also required the inclusion of instructions on the front page to direct respondents differently according to whether they were residents of a communal establishment or a private household (Figure 3.3).

<sup>1</sup> This paper can be found online at <http://www.statistics.gov.uk/CCI/article.asp?ID=1642&Pos=&ColRank=1&Rank=224>

**Figure 3.2:** Questions on self-completion

**R1** Are you answering the questions on behalf of someone else?

Yes - Please ensure their details and not your own are inserted in this questionnaire, including **R2**

No

**R2** What is your position in this establishment?

Staff or owner

Family member or partner of staff or owner

Other (for example, resident, patient, student)

**Figure 3.3:** Instructions for residents of communal establishments and private households

What you need to do if you are in a Communal Establishment:

- ➔ Answer the questions **R1** and **R2** below.
- ➔ Complete the questions on pages 2 to 5 of this questionnaire.
- ➔ Sign the Declaration and return the completed questionnaire to the establishment manager.

What you need to do if you are in a household:

- ➔ Complete online at [www.statistics.gov.uk/census](http://www.statistics.gov.uk/census) using the Internet Questionnaire Access Code above
- ➔ OR complete the questions on pages 2 to 5 of this questionnaire.
- ➔ Sign the Declaration and return the completed questionnaire in the envelope provided.

✉ If you have lost your envelope, please return to:

Census Rehearsal, FREEPOST RRAS-GRGR-SGJJ,  
Office for National Statistics, Titchfield, Hants PO15 5RR

Further discussions on the design of the front page concluded that there was insufficient space to comfortably include the questions and instructions alongside other required components. The two questions and the instructions were moved to the second page, beneath information on how to fill in the questionnaire. An additional question was also introduced to further ensure that the correct information on establishment position was recorded when people were filling in the questionnaire on someone else's behalf (Figure 3.4).

**Figure 3.4:** Questions and instructions on second page of questionnaire

What you need to do if you requested an individual questionnaire:

- Complete the questions on pages 3 to 6 of this questionnaire
- Sign the Declaration and return the completed questionnaire in the envelope provided
- If you have lost your envelope, please return to:  
Census Rehearsal, FREEPOST RRAS-GRGR-SGJJ,  
Office for National Statistics, Titchfield,  
Hants PO15 5RR  
[GO TO](#) Page 3

What you need to do if you are in a Communal Establishment:

- Complete the questions on this page
- Complete the questions on pages 3 to 6 of this questionnaire
- Sign the Declaration and return the completed questionnaire to the establishment manager

**Answer the following questions if you are in a communal establishment**

**R1** Are you answering the questions on behalf of someone else?

Yes [GO TO](#) **R2**

No [GO TO](#) **R4**

**R2** You will need to ensure their details and not your own are recorded in the remainder of the questionnaire

**R3** What is their position in this establishment ?

Resident (for example, armed forces, patient, student, detainee)

Staff or owner

Family member or partner of staff or owner

**R4** What is your position in this establishment?

Resident (for example, armed forces, patient, student, detainee)

Staff or owner

Family member or partner of staff or owner

At this stage cognitive testing was conducted on the individual questionnaire. The results suggested that the length of the instructions and the positioning of the questions on the inside front cover of the booklet led some respondents to miss the questions on establishment position. There was also concern that the two questions on establishment position would confuse some respondents, especially those that were completing the questionnaire themselves.

As a result of this testing, several amendments were made to the questionnaire. To reduce the length of the instructions, a question was added asking what type of accommodation the respondent lives in, which then routed them through the questionnaire accordingly (Figure 3.5).

**Figure 3.5:** Accommodation type question with routing

**A1** What type of accommodation is this?

A communal establishment (for example student hall of residence, boarding school, armed forces base, hospital, care home, prison)

A private or family household ➔ [Go to](#) Individual questions on page 4

To reduce the risk of confusion, only one question was asked on position in the establishment, which included a further instruction to make sure the question is answered for the person whom the questionnaire relates to (Figure 3.6).

**Figure 3.6:** *Position of establishment question with additional instruction*

**A3** What is your position in this establishment?

- If you are answering on behalf of someone else, please record their position and not your own
- Resident (for example, student, member of armed forces, patient, detainee)
- Staff or owner
- Family member or partner of staff or owner

Removing one of the questions on establishment position meant that routing was no longer required on the self-completion question. The routing was removed. The response options were expanded to explain that people who were answering on behalf of someone else needed to enter the details of the person they were filling the questionnaire in for (Figure 3.7).

**Figure 3.7** *Self-completion question without routing*

**A2** Are you answering the questions on behalf of someone else?

- Yes - please ensure their details and not your own are inserted in this questionnaire, including question A3 below
- No, I am answering for myself

In the 2009 Census Rehearsal, the three questions in Figures 3.5, 3.6 and 3.7 were included on the second page of the questionnaire. However, there were still concerns that their position on the inside front cover would increase the likelihood that respondents would miss these questions entirely by moving straight to the Individual questions on page three. The recommended individual questionnaire for the 2011 Census therefore includes the questions on page three (Figure 3.8).

**Figure 3.8** Recommended page three for the 2011 Census individual questionnaire

**A1** What type of accommodation is this?

- A communal establishment (for example student hall of residence, boarding school, armed forces base, hospital, care home, prison)
- A private or family household ➔ **Go to** Individual questions on page 4

**A2** Are you answering the questions on behalf of someone else?

- Yes - please ensure their details and not your own are inserted in this questionnaire, including question A3 below
- No, I am answering for myself

**A3** What is your position in this establishment?

- If you are answering on behalf of someone else, please record their position and not your own
- Resident (for example, student, member of armed forces, patient, detainee)
- Staff or owner
- Family member or partner of staff or owner

**Now ➔ Go to Individual questions on page 4**

The suite of questions has been designed to ensure that residents of a household only have to answer the first question before moving on to the individual questions. The following two questions aim to collect accurate data on the position within the establishment of the person to whom the questionnaire relates.

### 3.4 Individual questions

The individual questions in the individual questionnaire will be the same as those on the household questionnaire, with the exception of minor changes to numbering and instructions. The individual questions will begin on page four.

## 4. Household continuation questionnaire

In the 2001 Census, the household continuation questionnaire was 20 pages long, including a front page, two-page relationship matrix, 15 pages of individual questions and two blank pages. The recommended household continuation questionnaire for the 2011 Census in England and Wales is 24 pages long and consists of a front page, a two-page relationship matrix, 20 pages of individual questions for up to five additional household members, and a back page of visitor questions for up to three visitors.

### 4.1 Consultation and testing

The development of the household continuation questionnaire was overseen by a group of internal experts from relevant areas of ONS. No specific external consultation and testing was carried out for the household continuation questionnaire as the questions included are the same as those on the household questionnaire.

To determine the content of the individual questions included in the household, individual and household continuation questionnaires, a number of formal consultations were held. The first of these, which took place in 2005, was carried out to determine topics required for inclusion in the 2011 Census. Further consultations were subsequently carried out for specific topic areas to clarify and refine requirements. Further details and reports of the consultations can be found on the National Statistics website at:

<http://www.ons.gov.uk/census/2011-census/consultations/index.html>

ONS has conducted an extensive programme of testing on the individual questions, employing a variety of quantitative and qualitative methodologies. Further information on the development of the recommended questions for the 2011 Census is available in a series of papers which can be found on the National Statistics website at:

<http://www.ons.gov.uk/census/2011-census/2011-census-questionnaire-content/question-and-content-recommendations-for-2011/index.html>

### 4.2 Relationship matrix

In the 2001 Census the relationship matrix on the household continuation questionnaire asked respondents to indicate the relationship of each person to the previous two people in their household. Persons six and seven (the first two on the continuation questionnaire), had to refer back to the order they had listed household members in the original household questionnaire (Figure 4.1).

**Figure 4.1:** Sample of relationship matrix question from the 2001 Census household continuation questionnaire

Name of Person 6				Name of Person 7			
First name				First name			
Surname				Surname			
Relationship of Person 6 to Person → 1 4 5				Relationship of Person 7 to Person → 1 5 6			
Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-mother or step-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step-mother or step-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other related	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other related	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unrelated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unrelated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In 2001 questionnaires were delivered by census staff who gave large households their continuation questionnaires at the same time as their household questionnaire. The chosen delivery method for the 2011 Census is through the postal system. Large households will therefore need to request a continuation questionnaire to be sent and may have already returned their household questionnaire before it arrives.

For this reason, the recommended relationship matrix question for the 2011 Census household continuation questionnaire has been redesigned to reduce respondent burden. The redesigned question only requires respondents to remember person one from the household questionnaire, who is likely to be the householder or joint-householder. It also asks for the relationship of each person on the continuation questionnaire with each of the preceding persons listed (Figure 4.2). It was not possible to completely eliminate the need for respondents to remember details from the household questionnaire because the data on relationships needs to be linked for the whole household.

**Figure 4.2:** Sample of recommended relationship matrix for the 2011 Census household continuation questionnaire

Name of Person 9				Name of Person 10			
First name		<input type="text"/>		First name		<input type="text"/>	
Last name		<input type="text"/>		Last name		<input type="text"/>	
How is Person 9 related to Persons: → <b>1</b> <b>7</b> <b>8</b>				How is Person 10 related to Persons: → <b>1</b> <b>7</b> <b>8</b> <b>9</b>			
Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-brother or step-sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step-brother or step-sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-mother or step-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step-mother or step-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relation - other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relation - other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unrelated (including foster child)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unrelated (including foster child)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4.3 Comparability with 2001 outputs

Work is currently ongoing to determine the impact that changes to the information collected by the relationship matrix in the continuation questionnaire will have on comparability with 2001 outputs.

### 4.4 Individual questions

The individual questions in the continuation questionnaire will be the same as those on the household questionnaire, with the exception of minor changes to numbering and instructions. There are individual questions for five household members that were not included in the first household questionnaire. Multiple continuation questionnaires can be requested for households with more than 11 members.



## Annex A: Extracts from Welsh language versions of the questionnaires

### Communal establishment questionnaire front page

	<h1>Holiadur i Sefydliadau Cymunedol Cymru</h1>	<p>Office for National Statistics Swyddfa Ystadegau Gwladol</p>																																																																																																																																																															
	<h3>Beth mae angen i chi ei wneud?</h3>																																																																																																																																																																
<ul style="list-style-type: none"><li>Llenwch yr holiadur hwn ar 27 Mawrth 2011, neu cyn gynted ag y bo modd ar ôl y dyddiad hwnnw</li><li>Defnyddiwch y diffiniadau a geir yn y daflen wybodaeth i wahaniaethu rhwng preswylwyr arferol ac ymwelwyr</li><li>Gwnwch yn siŵr fod Holiadur i Unigolion yn cael ei llenwi ar gyfer pob preswyllydd arferol. Cofnodwch y nifer o Holiaduron i Unigolion a gaiff eu dosbarthu, eu casglu neu eu llenwi ar lein, yn y blychau isod. Efallai y bydd o gymorth ichi ddefnyddio'r Ffurflen Restru a ddarparwyd, fel rhestr wirio</li><li>Cofnodwch yn y blychau isod y nifer o ymwelwyr sy'n aros dros nos</li><li>Atebwch y Cwestiynau am y Sefydliad sydd ar gefn y dudalen hon</li><li>Llofnodwch y Datganiad sydd ar gefn y dudalen hon. Bydd un o staff y cyfrifiad yn galw i gasglu'r holiaduron sydd wedi'u llenwi</li></ul>																																																																																																																																																																	
<p>Os yw enw neu gyfeiriad eich sefydliad yn anghywir neu ar goll, nodwch y manylion cywir yma:</p>																																																																																																																																																																	
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="20" style="text-align: center;">Cod post</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																																																							Cod post																																										
Cod post																																																																																																																																																																	
<h3>Y Cyfrifiad - 27 Mawrth 2011</h3>																																																																																																																																																																	
<p>Yn ôl y gyfraith rhaid i reolwr y sefydliad hwn, neu'r person sy'n gyfrifol am y sefydliad, gwblhau'r holiadur hwn a sicrhau bod Holiadur i Unigolion yn cael ei gwblhau ar gyfer pob un o'r preswylwyr arferol.</p>																																																																																																																																																																	
<p>Mae'r gyfraith yn diogelu gwybodaeth bersonol. Ac mae gwybodaeth y cyfrifiad yn aros yn gyfrinachol am 100 mlynedd.</p>																																																																																																																																																																	
<p>Felly, mynnwch fod yn rhan o Gyfrifiad 2011 a helpu i lunio'r dyfodol.</p>																																																																																																																																																																	
<p><i>J. N. Matheson</i></p>																																																																																																																																																																	
<p>Jil Matheson Yr Ystadegydd Gwladol</p>																																																																																																																																																																	
<h3>Nodwch y nifer o Holiaduron i Unigolion a'r nifer o ymwelwyr isod:</h3>																																																																																																																																																																	
<p> Defnyddiwch inc du neu las</p> <table border="1"><tr><td>Holiaduron a ddsbarthwyd</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Holiaduron a gasglwyd</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Holiaduron a lenwyd ar lein</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Ymwelwyr sy'n aros dros nos</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>				Holiaduron a ddsbarthwyd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Holiaduron a gasglwyd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Holiaduron a lenwyd ar lein	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ymwelwyr sy'n aros dros nos	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																																																																																																										
Holiaduron a ddsbarthwyd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																																																																																																																													
Holiaduron a gasglwyd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																																																																																																																													
Holiaduron a lenwyd ar lein	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																																																																																																																													
Ymwelwyr sy'n aros dros nos	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																																																																																																																													
<p>Trowch drosodd i ateb y Cwestiynau am y Sefydliad</p>																																																																																																																																																																	
<h3>Sut mae cael cymorth?</h3>																																																																																																																																																																	
<ul style="list-style-type: none"><li> <a href="http://www.cyfrifiad.gov.uk">www.cyfrifiad.gov.uk</a></li><li> Llinell gymorth y cyfrifiad 0300 0201 130</li><li> Text Relay 18001 0300 0201 160</li></ul>																																																																																																																																																																	
<p>Mae cymorth ar gael mewn print mawr ac mewn Braille</p>																																																																																																																																																																	

## Communal establishment questionnaire second page

### Cwestiynau am y sefydliad

**1** Beth yw natur y sefydliad hwn?

➤ Ticiwch un blwch yn unig

#### Meddygol a gofal

- Ysbyty cyffredinol
- Ysbyty/uned iechyd meddwl (gan gynnwys unedau diogel)
- Math arall o ysbyty
- Cartref gofal heb nyrsio
- Cartref gofal â nyrsio
- Tai gwarchod yn unig
- Cartref plant (gan gynnwys unedau diogel)
- Math arall o sefydliad meddygol a gofal

#### Addysgol

- Ysgol
- Prifysgol (er enghraifft neuaddau preswyl)
- Math arall o sefydliad addysgol

#### Y lluoedd arfog

- Sefydliad amddiffyn (gan gynnwys llongau)

#### Cadw

- Un o sefydliadau'r gwasanaeth carchardai
- Saffleoedd cymeradwy (hostel brawf/mechniaeth)
- Canolfan gadw
- Math arall o sefydliad cadw

#### Llety dros dro neu wrth deithio

- Gwesty, tŷ llety, lle gwely a brecwast, hostel ieuencid
- Llety gwyliau (er enghraifft parciau gwyliau)
- Hostel/lloches dros dro i bobl ddigartref
- Math arall o lety dros dro neu wrth deithio

#### Arall

- Sefydliad crefyddol
- Llety i staff/gweithwyr yn unig
- Math arall o sefydliad

**2** Ar gyfer pa grŵp oedran y mae'r sefydliad hwn?

➤ Ticiwch bob blwch sy'n berthnasol

- 0 - 17 oed
- 18 - 24 oed
- 25 - 64 oed
- 65 oed a hŷn

**3** Ar gyfer pa grwpiau o bobl y mae'r sefydliad hwn?

➤ Ticiwch bob blwch sy'n berthnasol

- Pobl ag anabledd corfforol
- Pobl ag anabledd dysgu
- Pobl â salwch meddwl
- Pobl dan ofal canolraddol
- Pobl sy'n camddefnyddio sylweddau
- Pobl dan ofal diwedd oes
- Pobl dan ofal seibiant
- Pobl dan ofal salwch cronig
- Pobl dan ofal salwch aciwt
- Pobl hŷn
- Plant ysgol
- Myfyrwyr prifysgol a/neu goleg
- Staff y lluoedd arfog
- Carcharorion/troseddwyr
- Ceiswyr lloches
- Gwesteion sy'n talu
- Pobl ddigartref
- Nyrsys/meddygon
- Staff
- Gweithwyr tymhorol/dros dro
- Arall

**4** Pwy sy'n gyfrifol am reoli'r sefydliad hwn?

- Y Gwasanaeth Iechyd Gwladol (GIG)
- Awdurdod lleol
- Un o adrannau/asiantaethau'r llywodraeth
- Landlord cymdeithasol cofrestredig/cymdeithas dai
- Elusen/corff gwirfoddol
- Perchennog/cwmni preifat
- Arall

**Datganiad** Hyd y gwn i, mae'r atebion yn yr holiadur hwn yn wir ac yn gywir.

Llofnod

Dyddiad

Rhif ffôn

Mae'n bosibl y cysylltw'n â chi, os bydd angen casglu gwybodaeth sydd ar goll.

At ddefnydd staff maes y cyfrifiad yn unig

- Pobl sy'n cysgu ar y stryd

## Individual questionnaire third page

### Dechreuwch yma

**A1** Pa fath o lety yw hwn?

- Sefydliad cymunedol (er enghraifft neuadd breswyl i fyfyrwyr, ysgol breswyl, un o ganolfannau'r lluoedd arfog, ysbyty, cartref gofal, carchar)
- Cartref preifat neu gartref i deulu ➔ Ewch i'r Cwestiynau i Unigolyn ar dudalen 4

**A2** A ydych yn ateb y cwestiynau ar ran rhywun arall?

- Ydw – gwnewch yn siŵr eich bod yn nodi manylion y person hwnnw ac nid eich rhai chi wrth lenwi'r holiadur hwn, gan gynnwys cwestiwn A3 isod
- Nac ydw, rwy'n ateb ar fy rhan fy hun

**A3** Beth yw eich safle yn y sefydliad hwn?

- Os ydych yn ateb ar ran rhywun arall, nodwch ei safle ac nid eich safle eich hun
- Preswlydd (er enghraifft myfyriwr, aelod o'r lluoedd arfog, claf, carcharor)
- Aelod o'r staff neu'r perchennog
- Perthynas neu bartner i'r perchennog neu i un o'r staff

Nawr ➔ Ewch i'r Cwestiynau i Unigolyn ar dudalen 4

## Household continuation questionnaire relationship matrix (page 2)

### Cwestiynau am y cartref

**1** Sut mae aelodau o'r cartref hwn yn perthyn i'w gilydd? Os nad yw'r aelodau yn perthyn i'w gilydd, ticiwch y blwch 'Ddim yn perthyn'.

➤ Nodwch enw Person 1 o'ch Holiadur Cartref cyntaf yn y golofn gyntaf

#### Enghraifft:

i ddangos sut mae Robert Jones, sef Person 1, yn perthyn i'w dri phlentyn arall (Gethin, Catrin a Rhys), nad oeddent wedi'u cynnwys yn eu Holiadur Cartref cyntaf

Enw Person 1 Enw cyntaf	Enw Person 7 Enw cyntaf	Enw Person 8 Enw cyntaf
ROBERT	GETHIN	CATRIN
Cyfenw	Cyfenw	Cyfenw
JONES	JONES	JONES
	Perthynas Person 7 â Pherson: → 1	Perthynas Person 8 â Phersonau: → 1 7
	Gŵr neu wraig <input type="checkbox"/>	Gŵr neu wraig <input type="checkbox"/>
	Partner sifil o'r un rhyw <input type="checkbox"/>	Partner sifil o'r un rhyw <input type="checkbox"/>
	Partner <input type="checkbox"/>	Partner <input type="checkbox"/>
	Mab neu ferch <input checked="" type="checkbox"/>	Mab neu ferch <input checked="" type="checkbox"/>
	Llys-blentyn <input type="checkbox"/>	Llys-blentyn <input type="checkbox"/>
	Brawd neu chwaer <input type="checkbox"/>	Brawd neu chwaer <input type="checkbox"/>
		Brawd neu chwaer <input checked="" type="checkbox"/>

➤ Defnyddiwch y colofnau eraill i nodi enwau pob person na chafodd ei gynnwys yn eich Holiadur Cartref cyntaf. Cofiwch gynnwys plant a babanod

➤ Ticiwch un o'r blychau i ddangos perthynas pob person â phob un o aelodau eraill eich cartref yr ydych wedi'u nodi

Enw Person 1 Enw cyntaf	Enw Person 7 Enw cyntaf	Enw Person 8 Enw cyntaf
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cyfenw	Cyfenw	Cyfenw
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>RHOWCH ENW PERSON 1 O'CH HOLIADUR CARTREF CYNTAF YMA</b>	Perthynas Person 7 â Pherson: → 1	Perthynas Person 8 â Phersonau: → 1 7
	Gŵr neu wraig <input type="checkbox"/>	Gŵr neu wraig <input type="checkbox"/>
	Partner sifil o'r un rhyw <input type="checkbox"/>	Partner sifil o'r un rhyw <input type="checkbox"/>
	Partner <input type="checkbox"/>	Partner <input type="checkbox"/>
	Mab neu ferch <input type="checkbox"/>	Mab neu ferch <input type="checkbox"/>
	Llys-blentyn <input type="checkbox"/>	Llys-blentyn <input type="checkbox"/>
	Brawd neu chwaer <input type="checkbox"/>	Brawd neu chwaer <input type="checkbox"/>
	Llysfrawd neu lyschwaer <input type="checkbox"/>	Llysfrawd neu lyschwaer <input type="checkbox"/>
	Mam neu dad <input type="checkbox"/>	Mam neu dad <input type="checkbox"/>
	Llysfam neu lystad <input type="checkbox"/>	Llysfam neu lystad <input type="checkbox"/>
	Ŵyr neu wyres <input type="checkbox"/>	Ŵyr neu wyres <input type="checkbox"/>
	Taid/tad-cu neu nain/mam-gu <input type="checkbox"/>	Taid/tad-cu neu nain/mam-gu <input type="checkbox"/>
	Perthynas arall <input type="checkbox"/>	Perthynas arall <input type="checkbox"/>
	Ddim yn perthyn (gan gynnwys plentyn maeth) <input type="checkbox"/>	Ddim yn perthyn (gan gynnwys plentyn maeth) <input type="checkbox"/>